

**TRAVEL AUTHORIZATIONS FOR PARTICIPANTS IN  
UNFUNDED ENVIRONMENTAL AND MORALE LEAVE**

(This form is affected by the Privacy Act of 1974)

For Official Use Only: This information will be used as an authorization to travel by EML eligible members. Use of SSN is necessary to make positive identification of the individual records, this information becomes the record copy of orders after approval authentication, and it enables members in overseas area to procure transportation to and from the Aerial Port of Embarkation to EML destination. Active Duty personnel must be on leave, have their leave form accompany this EML form to be effective; any break in leave, a new form must be accomplished and a new "Date and time" of signup will be issued. Unaccompanied Command Sponsored dependents are authorized only two EML trips per year. It is the traveler's responsibility to ensure all applicable specific service directives and policies are followed.

Name of Sponsor (Last, First, MI)	Grade	SSN	Unit / Organization
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**1. ENVIRONMENTAL AND MORALE LEAVE TRAVELER**

a. Name (Last, First, MI)	b. Passport # / SSN	c. Grade / Status	d. DOB
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2. Effective Sign-up Date:	3. Expiration Date (Max 90 Days):
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**4. ITINERARY**

a. From (point of origin)	b. To (Destinations)	c. Return (point of origin)
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5. I have read and understand the restrictions printed on the bottom of this form. I certify the information provided on this form is true and accurate to the best of my knowledge.

Signature of Sponsor	Date:
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**THIS SECTION FOR AUTHORIZING OFFICIAL ONLY**

**7. REMARKS**

1st Trip:	2nd Trip:
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8. Typed Name, Grade, Title of Unit Commander or Designated Approving Official	9. Signature
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**PRIVACY ACT STATEMENT**

Authority: 10 U.S. Code 124: Executive Order 9397, 22 Nov 1943. Social Security Number (SSN). Principal Purpose: Used to authorize travel in Space Available status on DOD aircraft by Environmental and Morale Leave (EML) by eligible members. Routine Use: Used by appropriate authority to evaluate an applicant's eligibility to be issued travel authorization under the EML program. Use of SSN is necessary to make positive identification of individual records. This information becomes the record copy of orders after approval/authentication and enables members in designated areas to procure transportation from and to aerial port of embarkation. Disclosure: Voluntary. However, failure to complete this form precludes publication of EML orders.

**RESTRICTIONS**

- Travel is space available only.
- Travel is authorized from or return to EML designated site by authorized uniform Service members and authorized dependents. It is not for dependent travel for visiting uniformed Service member's EML duty station.
- Travel must comply with directives pertaining to passports, visas, foreign customs, country clearances, and immunizations.
- Travel within CONUS under this program is prohibited.
- Traveler must have sufficient personal funds to defray the cost of return trip to point of origin if space available transportation is not available.
- Members must conform to appropriate service uniform directives when traveling aboard DOD-owned or controlled aircraft, except as stipulated in the Foreign Clearance Guide. Failure to conform with uniform directives may result in the loss of travel privileges.
- Maximum authorized baggage is 2 pieces not to exceed 70 pounds each.
- Failure to register for follow-on routing within 6 hours at transit terminal may result in the loss of follow-on priority and/or sign-up order.